



# **Terms of Reference for National & Provincial Health Promotion (IEC/BCC) Technical Working Groups**



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# Terms of Reference for National Health Promotion Technical Working Group

## 1.0 Definition

A technical working group (TWG) is defined as an entity or group brought together by a common purpose and interest to work on specific activities or programmes. Group members work in the same field, expertise or profession and are all guided by specific terms of reference (TORs). The TWG should have a structured schedule of meetings (e.g. quarterly meetings) and allow for some ad hoc meetings when necessary. The group should also have clearly identified activities and roles and responsibilities.

## 2.0 Operations

All Ministry of Health (MOH) and Ministry of Community Development, Mother and Child Health (MCDMCH) Health Promotion Unit staff are given automatic membership to the National Health Promotion Technical Working Group (TWG). The appointing authority for members of the TWG rests with the Permanent Secretary (PS) at MOH and MCDMCH. The Health Promotion Unit focal point person will be responsible for recommending new TWG members to the PS after they have been identified by current TWG members. The PS will then ratify the nominations. TWG members will elect a Chair Person, responsible for managing all TWG meetings. The MCDMCH Health Promotion Unit will constitute the secretariat.

## 3.0 Functions of the National Health Promotion TWG

The National Health Promotion TWG will:

- Act as a clearing house for all health promotion materials produced by the GRZ and its partners. The working group will review, approve and endorse IEC/BCC (information, education, and communication/behavior change communication) materials on behalf of GRZ. Five members of the TWG will constitute a quorum for material endorsement.
- Work with the Health Promotion Unit to develop policies and

guidelines for the development and management of IEC/BCC activities. The TWG will also ensure that materials and activities it reviews follow health promotion guidelines for material production.

- Build capacity of other TWGs (eg. nutrition TWG, child health TWG, etc.) through the provision of training/orientations for the members.  
Build capacity of members of the sub national TWGs and provide ongoing technical support
- Facilitate ongoing dialogue, debate and networking with relevant groups to enhance the implementation of IEC/BCC activities.
- Leverage resources to increase coverage and reach of IEC/BCC activities.
- Provide guidance and systems to monitor and evaluate IEC/BCC materials and programs.
- Schedule meetings every quarter and have ad hoc meetings when need arises.

#### **4.0 Selection Criteria**

The following is the criterion/guidelines to guide the process of selecting members to serve on the National Health Promotion TWG. TWG members should:

- Ensure quality and compliance with the needs of GRZ.
- Posses technical skills that will enrich the working group, e.g. expertise in IEC/BCC or advocacy such as communication professionals, health promotion officers, IEC/BCC specialists.
- Represent organisations working in communications and IEC/BCC to provide information on what their organisation is engaged in and share current skills and knowledge in IEC/BCC.
- Include individuals with expertise in IEC/BCC and other skills into the working group. These individuals should be from tertiary institutions, civil society, multilateral and bilateral organisations and the private sector, media institutions, research institutions, and retired honorary members.

- Include representatives from other TWGs and line ministries such as Ministries of Information and Broadcasting, Local Government, Youth Sport and Child Development, Community Development, Mother and Child, Gender in Development, Agriculture and Cooperatives, Education, Curriculum Development Centre and Ministry of Chiefs and Traditional Affairs.
- Include Chair persons of other thematic area TWGs, such as publicity and social mobilisation groups at national level.
- Include provincial and district level TWG representatives to share information on the activities being carried out in their provinces and districts.
- Not exceed more than 30 at any one particular time.
- Have their membership reviewed biennially (2 years).

# Terms of Reference for HIV/AIDS IEC/BCC Technical Working Group

## 1.0 Introduction

The National AIDS Council (NAC) has a technical working group (TWG) that has been assisting the implementation of IEC/BCC activities related to HIV and AIDS programmes. The function of these TOR is to strengthen, formalize, and guide the activities of the TWG.

## 2.0 Operations

A range of partners who work in HIV/AIDS programmes and are involved in material production will be represented in the TWG. New TWG members will first be identified by current TWG members. The TWG NAC focal point person will then recommend these potential new members to the NAC Director General. Membership will be ratified by the Director General. TWG members will also elect a Chair. The secretariat will be held by NAC. The TWG will meet quarterly and hold adhoc meetings when necessary.

## 3.0 Functions of the TWG

The HIV/AIDS IEC/BCC TWG will:

- Assist the NAC IEC and BCC units identify, plan, monitor and evaluate IEC/BCC activities.
- Develop, revise and distribute a range of IEC/BCC materials on behalf of NAC.
- Support provinces and districts to establish and strengthen IEC/BCC interventions.
- Support districts to establish an inventory of activities and develop community-based HIV and AIDS IEC/BCC activities.
- Support documentation of best practices and publish peer-reviewed journals.
- Facilitate sharing of plans, resources, and skills across all partners.

- Enhance and strengthen partnerships and reduce duplication of efforts by leveraging resources, e.g. printing of materials that could be used by many partners and sharing transport and meeting logistics.
- Serve as a forum for partners to share information and complement each other's efforts, e.g. working together to monitor, supervise and evaluate jointly implemented IEC/BCC activities.
- Support planning, coordination, and implementation of HIV and AIDS IEC/BCC activities across the country.

#### **4.0 Membership**

Membership of the HIV/AIDS IEC/BCC TWG should comprise of members drawn from:

- Cooperating partners
- Implementing partners
- Faith-based organisations
- Private sector
- Civil society organisations
- Media and academic institutions

#### **5.0 Selection Criteria**

Members of the TWG should:

- Possess health promotion skills, e.g. communication professionals, health promotions officers, IEC/BCC Specialists, etc.
- Represent organisations, institutions, or individuals supporting and implementing HIV/AIDS IEC/BCC activities.
- Have their membership reviewed biennially (2 years).



# Terms of Reference for Malaria IEC/BCC Technical Working Group

## 1.0 Introduction

The National Malaria Control Center (NMCC) has a technical working group that has been assisting in the implementation of IEC/BCC activities related to malaria programmes. The function of these TOR is to strengthen, formalize, and guide the activities of the TWG.

## 2.0 Operations

A range of partners who work in malaria programmes and are involved in material production will be represented in the TWG. New TWG members will first be identified by current TWG members. The NMCC TWG focal point person will then recommend these potential new members to the Deputy Director of Public Health and Research at NMCC. Membership will be ratified by the Deputy Director of Public Health and Research. TWG members will also elect a Chair person. The secretariat will be held by NMCC. The TWG will meet quarterly and hold adhoc meetings when necessary.

## 3.0 Functions of the TWG

The malaria IEC/BCC TWG will:

- Assists NMCC health promotion section identify, plan, monitor and evaluate IEC/BCC activities.
- Develop, revise and distribute a range of IEC/BCC materials on behalf of NMCC.
- Support provinces and districts to establish and strengthen IEC/BCC interventions.
- Support districts to establish an inventory of activities and develop community-based malaria control IEC/BCC activities.
- Support documentation of best practices and publish peer-reviewed journals.

- Facilitate sharing of plans, resources, and skills across all partners.
- Enhance and strengthen partnerships and reduce duplication of efforts by leveraging resources e.g printing of materials that could be used by many partners and sharing transport and meeting logistics
- Serve as a forum for partners to share information and complement each other's efforts, e.g. working together to monitor, supervise, and evaluate jointly implemented IEC/BCC activities.
- Support planning, coordination, and implementation of the malaria IEC/BCC activities.

#### **4.0 Membership**

Membership of the malaria IEC/BCC TWG should comprise of members drawn from:

- Cooperating partners
- Implementing partners
- Faith-based organisations
- Private sector
- Civil society organisations
- Media and academic institutions

#### **5.0 Selection Criteria**

Members of the TWG should:

- Possess health promotion skills, e.g. communication professionals, health promotions officers, IEC/BCC Specialists, etc.
- Represent organisations, institutions, or individuals supporting and implementing malaria IEC/BCC activities.
- Have their membership reviewed biennially (2 years).

# Terms of Reference for Provincial Health Promotion Technical Working Groups

## 1.0 Definition

A technical working group (TWG) is defined as an entity or group brought together by a common purpose and interest to work on specific activities or programmes. Group members work in the same field, expertise or profession and are all guided by specific terms of reference (TORs). The TWG should have a structured schedule of meetings

(e.g. quarterly meetings) and allow for some ad hoc meetings when necessary. The group should also have clearly identified activities, roles and responsibilities.

## 2.0 Operations

All subnational (MOH, MCDMCH, NAC, NMCC, LGH) Health Promotion Unit staff are given automatic membership to the Subnational Health Promotion Technical Working Group (TWG). The appointing authority for members of the TWG rests with the Provincial Permanent Secretary (PPS). The Health Promotion Unit focal point person will be responsible for recommending new TWG members to the PS after they have been identified by current TWG members. The PS will then ratify the nominations. TWG members will elect a Chair Person, responsible for managing all TWG meetings. The Provincial NAC structure will constitute the secretariat.

## 3.0 Functions of the Subnational Health Promotion TWG

The Subnational Health Promotion TWG will:

- Act as a Provincial clearing house for all health promotion materials produced by the GRZ and its partners. The working group will review, approve and endorse IEC/BCC (information, education, and communication/behavior change communication) materials on behalf of National TWGs (NAC, NMCC and Health promotion). Five members of the TWG will constitute a quorum for material endorsement.

- The TWG will also ensure that materials and activities reviewed follow health promotion guidelines for material production.
- Build capacity of District BCC teams through the provision of training/orientations for the members.
- Facilitate ongoing dialogue, debate and networking with relevant groups to enhance the implementation of IEC/BCC activities.
- Leverage resources to increase coverage and reach of IEC/BCC activities.
- Provide guidance and systems to monitor and evaluate IEC/BCC materials and programs.
- Schedule meetings every quarter and have ad hoc meetings when need arises.

#### **4.0 Selection Criteria**

The following is the criterion/guidelines to guide the process of selecting members to serve on the Subnational Health

Promotion TWG. TWG members should:

- Ensure quality and compliance with the needs of National TWGs.
- Posses technical skills that will enrich the working group, e.g. expertise in IEC/BCC or advocacy such as communication professionals, health promotion officers, IEC/BCC specialists.
- Represent organisations working in communications and IEC/ BCC to provide information on what their organisation is engaged in and share current skills in IEC/BCC.
- Include individuals with expertise in IEC/BCC and other skills into the working group. These individuals should be from tertiary institutions, civil society, multilateral and bilateral organisations and the private sector, media institutions, research institutions, and retired honorary

members.

- Include representatives from other line ministries such as Ministries of Information and Broadcasting, Youth Sport and Child Development, Gender, Mother and Child, Agriculture and Cooperatives, Education, Science Vocational training and Early Education and Chiefs and Traditional Affairs.
- Include district level BCC teams representatives to share information on the activities being carried out in their districts.
- Not exceed more than 30 at any one particular time.
- Have their membership reviewed biennially (2 years).





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